

House District 24
Senate District 10

**THE TWENTY- FOURTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES**

Log No: 92 - C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING GRANT REQUEST - CAPITAL SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Hawaii Performing Arts Company, Inc.

Dba: **Manoa Valley Theatre**

Street Address: 2833 East Manoa Road

Mailing Address: Honolulu, Hawaii 96822

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: DWIGHT T. MARTIN

Title: Producing Director

Phone #: 988-6131

Fax #: 988-3179

e-mail: mvtbus@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
 FOR PROFIT CORPORATION
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

6. SSN (IF AN INDIVIDUAL): N/A

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

MVT FACILITY AND SAFETY IMPROVEMENTS

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 500,000.00

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 500,000.00

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Signature]
AUTHORIZED SIGNATURE

DWIGHT T. MARTIN, PRODUCING DIRECTOR
NAME & TITLE

1-30-08
DATE SIGNED

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A BRIEF description of the applicant's background

Manoa Valley Theatre (MVT) is an independent not-for-profit, charitable organization which provides live theatre arts opportunities and performances for Hawaii's community. It was founded in 1969 and has been in continuous year-round operation since. It is governed by a 31-member board of directors composed of community volunteers, and is currently managed by a professional full time staff of seven and a part time staff of five.

Manoa Valley Theatre is a community organization with the following mission: to produce intimate, high-quality, innovative theatre for the benefit of Hawaii audiences and artists. The principles which guide the fulfillment of this mission are: striving to consistently provide quality entertainment; a commitment to develop Hawaii theatre artists; producing challenging, thought-provoking, educational experiences; acceptance of artistic risks; an expectation of professionalism at all levels; and fiscal responsibility.

Utilizing Hawaii residents for its actors, directors, designers, musicians and theatrical crew members, MVT produces an annual year-round season of six or more play productions based at its permanent Manoa Valley Theatre home on East Manoa Road in Honolulu..

2. The goals and objectives related to the request

This request is to provide funding for preventative safety upgrades to the aging facility including replacement and upgrades of facility fixtures, mechanical systems, air circulation equipment, and the enlargement of the administrative office to better facilitate the theatre's growing demands. These improvements will lower energy consumption, reduce utility costs, and provide fixtures which are more environmentally friendly.

Concerns for volunteer and audience safety and operational efficiency have caused MVT to give these four facility items the highest priority for accomplishment in 2008-09.

Manoa Valley Theatre's 150-seat facility on East Manoa Road was erected in 1986 with funds raised privately from the community. Eight years later a backstage expansion was added. This building is home to the theatre's administrative, technical and play performance operations. In the twenty-one years which have elapsed since the building's first show, more than 125 productions, encompassing approximately 2100 performances and 1250 rehearsals, have been held with total admissions of more than 315,000 local and visiting patrons.

3. State the public purpose and need to be served

Entering its 40th consecutive year of operation, MVT has evolved as one of Hawaii's most important performing arts organizations. Its programming serves Oahu residents island wide as well as Hawaii residents visiting Oahu from other counties. The safety and integrity of its performing arts facility must be maintained to insure that its community based programs are presented in a building that is safe and fully functional.

4. Describe the target population to be served

Manoa Valley Theatre's theatrical programs are open to all Hawaii residents as well as Hawaii's visitors. It draws theatre arts practitioners as well as audience members from communities island wide. In addition to its patrons, free admissions to a number of community organizations and schools across the island are provided through its Community Outreach Program. Schools such as Maryknoll High School, Mid Pacific Institute, Kaimuki High School, Punahou School, Trans Pacific College, Leeward Community College, Hawaii Pacific University, Castle High School and the Pacific School of Performing Arts regularly attend special preview productions free of charge. Community organizations that take advantage this program include Big Brothers Big Sisters, Hospice Hawaii, Sylvia's Seniors, Three S's, Kokua Council, Waikiki Community Center, Waikiki Seniors, Hawaii Kai Retirement Community, Life Foundation, HUGS, Manoa Gardens, Institute for Human Services, PBS Hawaii and the Alliance for Drama Education.

5. Describe the geographic coverage

The breakdown of community interactions indicate the following: Central and East Honolulu (76%), Windward Oahu (13%), Central Oahu (5%), Leeward Oahu (5%), North Shore (1%), Big Island (1%), Maui County (1%), and Kauai (1%). Our audiences and supporters also extend into areas such as the Mainland, Alaska, Guam and the United Kingdom.

6. Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or for a subsidy, reduce the costs incurred by the organization or individual in promoting a service available to some or all members of the public.

Manoa Valley Theatre has been in residence at its current location on East Manoa Road since 1972. Its facility is home to its administrative, technical and performance operations. The theatre seats 150. Apart from the construction of the current facility in 1986 and the expansion that was added in 1994, few structural improvements have been made. Due to the wet and breezy climate in Manoa Valley, the building sustains accelerated wear and tear each year. Improvements to the electrical and plumbing systems, as well as alterations to the heavily used public lanai surrounding the building, will help ensure the physical safety and hygiene of the theatre. This will enhance safety for its patrons and volunteers. Replacement of the building's inoperative security system is considered crucial inasmuch as any theft from the theatre could cause play performance cancellations, substantial financial hardships and significant inconvenience to the community's audiences and artists. The expansion of the administrative offices will enable the staff and its volunteers from the community to have a safer and more efficient place to conduct the theatre's community service mission, which is to serve Hawaii's performing arts audiences and practitioners with high quality live theatre arts programs.

These improvements will lower energy consumption, reduce utility costs, and provide fixtures which are more environmentally friendly.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;

The following safety improvements have been prioritized by the Building & Grounds Committee of MVT's board of directors:

- A. Replace the existing lighting fixtures and controls with more energy efficient fixtures throughout the facility, which will be a preventative step towards the safety of the building by reducing fire hazards and lowering energy consumption and costs.
- B. Upgrade fixtures, lighting and ventilation in the five restrooms contained in the building
- C. Upgrade the air conditioning system in the business office and technical shop to provide a higher quality work environment for staff and volunteers
- D. Pave the sideyard storage area and upgrade the surface of the surrounding lanai/patio, which will improve the safety and hygiene of the heavily trafficked area, eliminate opportunities for ground-based vegetation to grow, and reduce the incidence of rodent infestation.
- E. Replace the building's inoperative security system to new, functioning equipment with a monitored system. This will substantially upgrade volunteer safety during late evening and nonstandard work hours while preparing each play production's technical elements, as well as help ensure the safety of the integral items of the theatre.
- F. Expand the existing administrative office and administrative storage areas to accommodate the growing administrative functions of the organization.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

This capital improvements project will be undertaken during the theatre's 2008-09 operating year.

3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Planning, design, construction, and procurements will be undertaken by contract with professionals from the local building industry in accordance with standard industry procedures.

4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Compliance with industry standard procedures will insure the effectiveness of all work conducted under this capital improvements project.

III. Financial

Budget

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Please refer to the attached financial sheets.

- 2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$300,000		\$200,000		\$500,000

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Professional, licensed contractors from Hawaii’s building industry will be engaged by the MVT board of directors to conduct the work accomplished by this project. All agreements will be implemented and overseen by the board’s Building & Grounds Committee.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

Manoa Valley Theatre’s facility houses a single level 150-seat black box theatre. The dimensions of the performance area are 40 feet by 60 feet. Attached to one end of the theatre is the technical shop, costume shop, props shop and dressing room. Attached to the other end of the theatre is the box office, public restrooms, entryway and administrative office. All operations of Manoa Valley

Manoa Valley Theatre's facility houses a single level 150-seat black box theatre. The dimensions of the performance area are 40 feet by 60 feet. Attached to one end of the theatre is the technical shop, costume shop, props shop and dressing room. Attached to the other end of the theatre is the box office, public restrooms, entryway and administrative office. All operations of Manoa Valley Theatre are contained within the single-building facility except for play rehearsal space. MVT is ADA compliant.

The safety improvements to be conducted by this project will be ADA compliant and will enhance the public and volunteer workspace areas of the facility.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

All work covered by this project will be undertaken under the supervision of the Building & Grounds Committee of MVT's board of directors, which includes building industry professionals. Contractors and vendors will be selected using acceptable industry standards and procedures. The theatre's professional staff of seven will provide consultation assistance to the committee.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

Responsibilities, chain of authority, and supervision within the organization are as follows (from top to bottom):

- Board of Directors
- Producing Director
 - Associate Producer
 - Costumer
 - Set/Lights/Sound/Props designers
- Technical Director
 - Technical Assistant
- Administrative Manager
 - Administrative Assistant
 - Evening Box Office Assistants
- Development Manager

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

There is no litigation pending to which Hawaii Performing Arts Company, d.b.a. Manoa Valley Theatre, is a party.


B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Not applicable.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2008 to June 30, 2009)

Applicant: Hawaii Performing Arts Company

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	500,000			
TOTAL (A+B+C+D+E)	500,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Dwight T. Martin	988-6131	
(b)		Name (Please type or print)	Phone	
(c)			1-30-08	
(d)		Signature of Authorized Official	Date	
TOTAL REVENUE	500,000	Dwight T. Martin, Producing Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii Performing Arts Company

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				
Not applicable.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				
Not applicable.				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Hawaii Performing Arts Company

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2005-2006	FY: 2006-2007	FY:2007-2008	FY:2008-2009	FY:2009-2010	FY:2010-2011
PLANS				16,000		
LAND ACQUISITION						
DESIGN				33,000		
CONSTRUCTION				451,000		
EQUIPMENT						
TOTAL:				500,000		
JUSTIFICATION/COMMENTS:						

**DECLARATION STATEMENT
 APPLICANTS FOR GRANTS AND SUBSIDIES
 CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawaii Performing Arts Company, Inc. DBA: Manoa Valley Theatre
 (Typed Name of Individual or Organization)

[Redacted Signature]
 (Signature)

1-30-08
 (Date)

Dwight L. Martin
 (Typed Name)

Producing Director
 (Title)